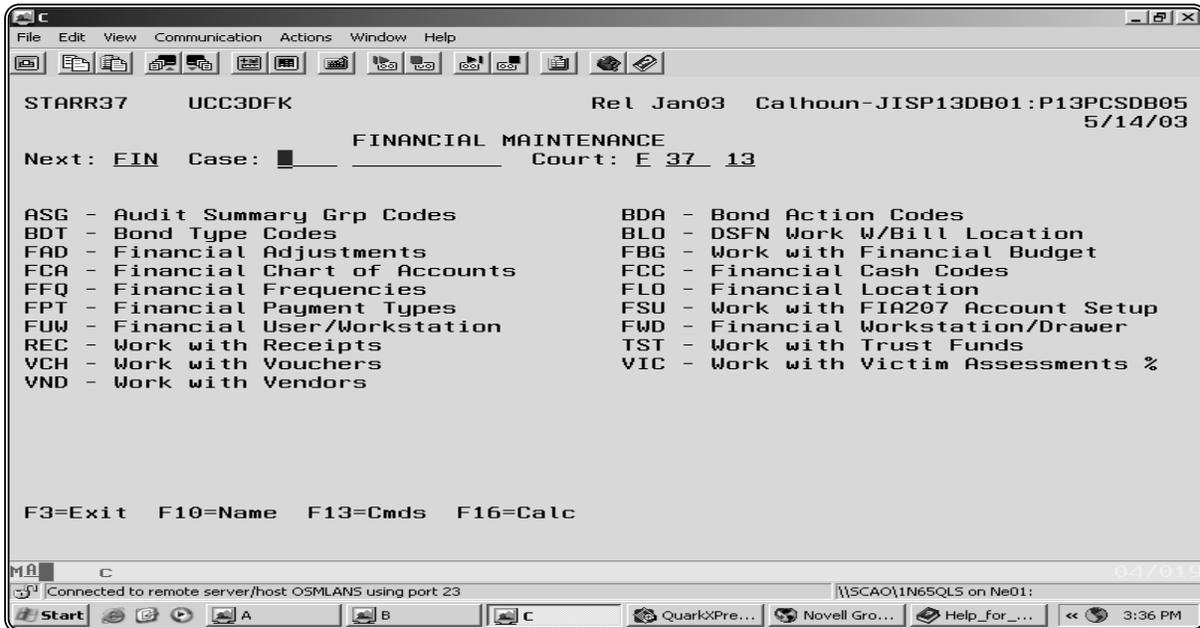


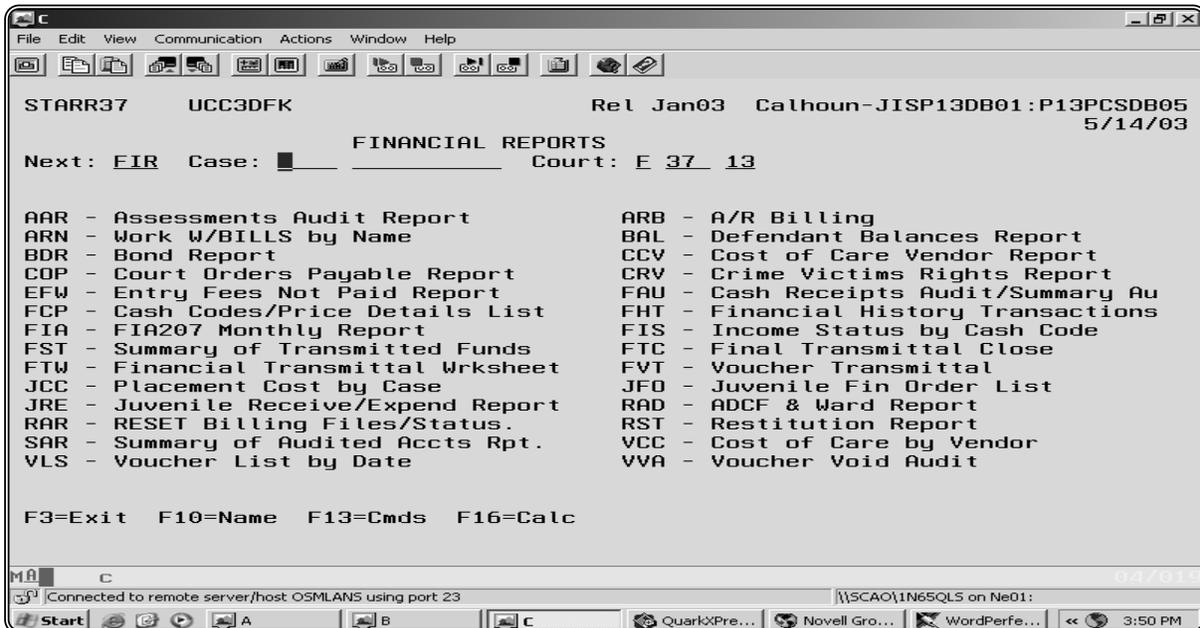
Financial Management

There are two financial menus which allows a court to manage all of their financial needs.

- Financial Maintenance menu list files for a location to access and define functions and codes such as accounts, cash codes and price detail.



- Financial Report menu defines all reports that a location may utilize to track receivables, payables, case assessments, billing etc.

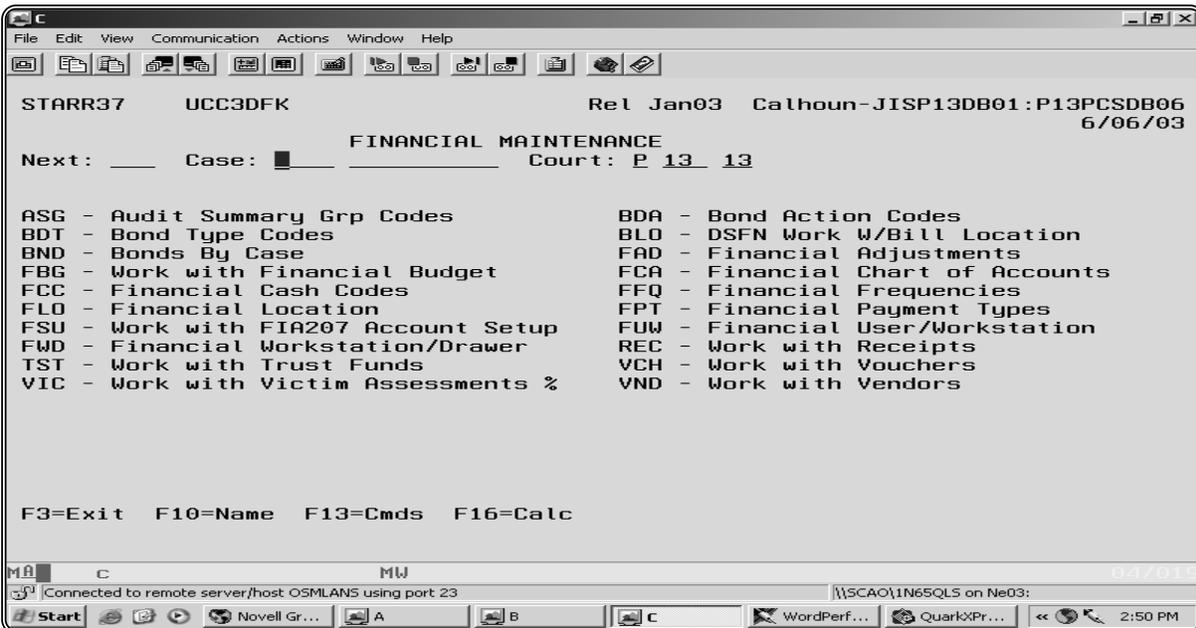


Standard Function Keys

Most standard functions keys are displayed at the bottom of a screen, others are not listed but always available to the user.

<F1>	Help - Definition of field and its function.
<F2>	Positions the cursor to the top transaction line.
<F3>	Cancel any entry that is made on a screen before pressing <ENTER> or to exit from any screen.
<F4>	Prompt on a field for a list of all valid entries for that field.
<F6>	Create the subject matter within the screen.
<F10>	Name Inquiry - search for a name and display their cases.
<Shift F1> <F13>	System Commands - work with printer jobs, out queues.
<Shift F2> <F14>	Add additional comments to an event.
<Shift F4> <F16>	Inventory/Date calculator - computes probate inventory fees or calculates number of days from one date to another.
<Shift F5> <F17>	Top of screen
<Shift F6> <F18>	Bottom of screen
<Shift F7> <F19>	View a register of action's account history.
<Shift F8> <F20>	Access bonds from edit event screen.
<Shift F9> <F21>	Print forms, codes files, account files.

First, let's review some of the files categorized under the financial Maintenance Menu. Usually, these files are defined and maintained by the financial location's administrator.



The screenshot shows a terminal window with a menu of financial maintenance options. The window title is 'C' and it has a menu bar with 'File', 'Edit', 'View', 'Communication', 'Actions', 'Window', and 'Help'. The main content of the terminal is as follows:

```
STARR37      UCC3DFK                      Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                                6/06/03
FINANCIAL MAINTENANCE
Next:  ___  Case:  █  Court: P 13 13

ASG - Audit Summary Grp Codes          BDA - Bond Action Codes
BDT - Bond Type Codes                  BLO - DSFN Work W/Bill Location
BND - Bonds By Case                    FAD - Financial Adjustments
FBG - Work with Financial Budget        FCA - Financial Chart of Accounts
FCC - Financial Cash Codes              FFQ - Financial Frequencies
FLO - Financial Location                FPT - Financial Payment Types
FSU - Work with FIA207 Account Setup    FUW - Financial User/Workstation
FWD - Financial Workstation/Drawer      REC - Work with Receipts
TST - Work with Trust Funds            VCH - Work with Vouchers
VIC - Work with Victim Assessments %    VND - Work with Vendors

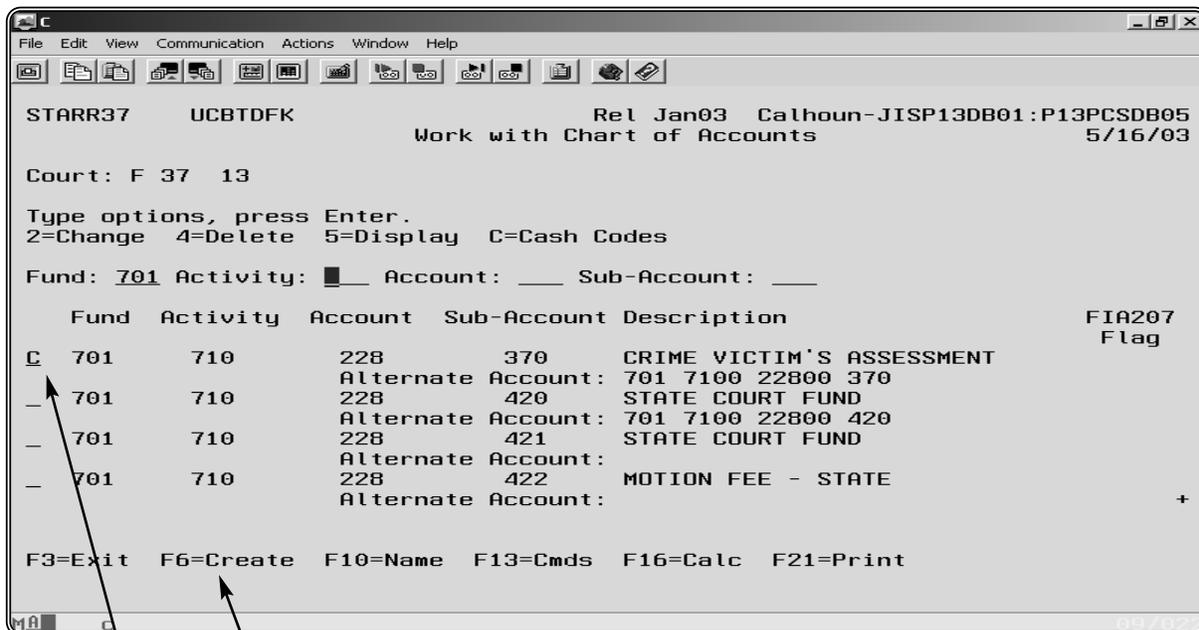
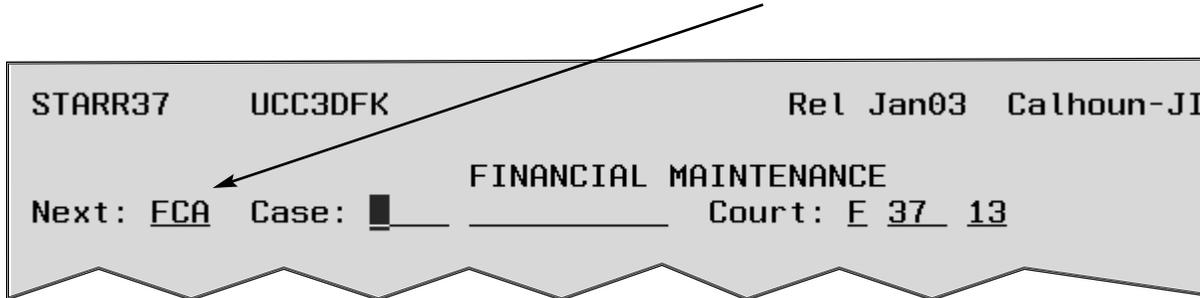
F3=Exit  F10=Name  F13=Cnds  F16=Calc
```

The terminal window also shows a status bar at the bottom with 'MA C MW' and '04/019'. The taskbar at the bottom of the window shows 'Connected to remote server/host OSMLANS using port 23', 'WSCAO\1N65QLS on Ne03:', and several application icons including 'Start', 'Novell Gr...', 'A', 'B', 'C', 'WordPerf...', and 'QuarkXPr...'. The system clock shows '2:50 PM'.

Financial Chart of Accounts

Chart of Accounts defines the account numbers used to generate receipts, vouchers and reports. Accounts can be created, modified, or deleted from this screen. Only a user with authority may access the Chart of Accounts.

Lets access the Financial Chart of Accounts by entering **FCA** at the transaction line, **<ENTER>**.



Create/add a new account number

Option C - Displays all cash codes and the amount/percentage of funds that are deposited in to the account number for that cash code.

Chart of Accounts Field Descriptions

~Fund

This is a three character alpha/numeric field for the fund number of the account.

Example: **701** 215 228 550 DNA FEE SHERIFF
 701 would be the fund number for Trust & Agency accounts

~Activity

This is a three character alpha/numeric field that may represent the activity of an account, the office, department or program designation where specific funds are to be allocated.

Example: **701 215** 228 550 DNA FEE SHERIFF
 215 may identify the department receiving the funds

~Account

This is a three character alpha/numeric field that specifies the account number.

Example: **701 215 228** 550 DNA FEE SHERIFF

~Sub Account

This is a three character alpha/numeric field that may further define the account number.

Example: **701 215 228 550** DNA FEE SHERIFF
 701 215 228 **551** DNA FEE CITY

~Description

The court location's description of the account number.

~FIA 207 Flag

Identifies if the account is posted to the FIA207 report.

~Alternate Account

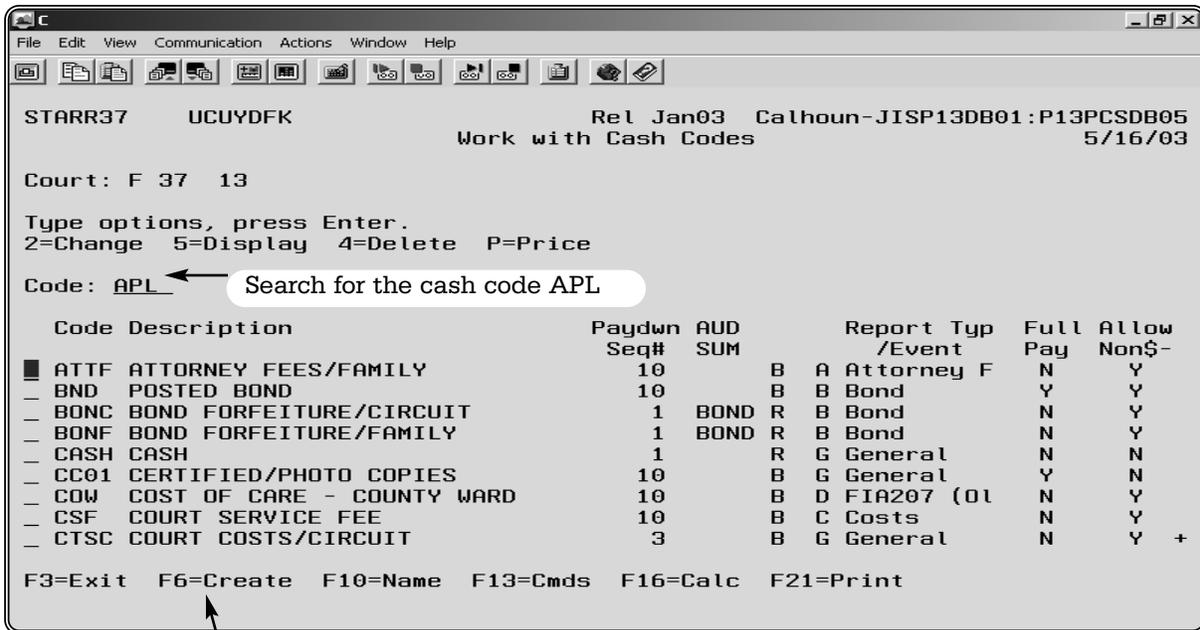
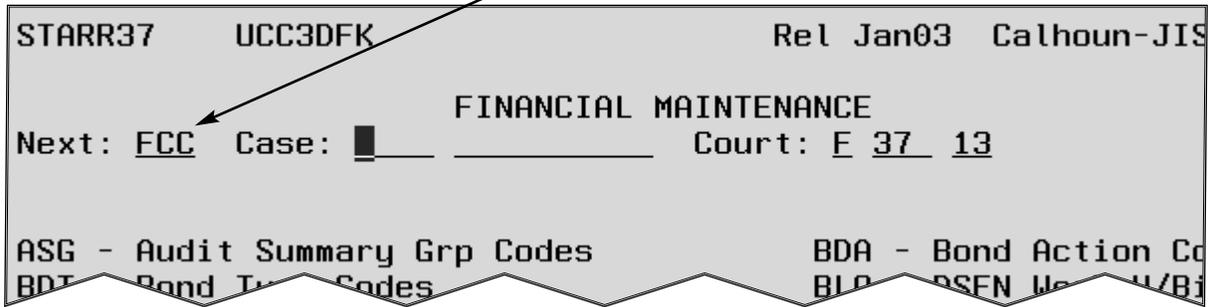
Courts may choose to associate an alternate account number for the treasurer's office, in addition to the regular account number. The alternate account number will only print on the Final Transmittal Close report.

Example: 701 215 228 550 DNA FEE SHERIFF
Alternate Account # **701000-000228000-550**

Financial Cash Codes

A cash code is assigned to identify an accounts usage. The code will be used throughout a financial location to record transactions. A cash code also includes Price Detail, which designates the disbursement amount to or from a specific account.

Lets access Financial Cash Codes by typing **FCC** at the next transaction line, **<ENTER>**.



APL code is not found, so F6 to create.

Edit Cash Code

Field Descriptions

~Court

Court type and number (will default to the user court).

~Cash Code

Four character alpha/numeric field that will identify the cash receivable/payable code and the long description.

~Audit Summary Group

Define the category for the cash code on the Summary of Audited Accounts Report.

~Paydown Sequence

On a receipt the order of paydown for the cash code. Example: DNA may have a paydown number of 10. When a receipt is written monies will be disbursed to this cash code only after higher paydowns are disbursed.

~Exp/Rev/Both

Define if the cash code is specific for expenditure, revenue or both.

~Report Type/Event Created

Identify if the cash code is specific to a financial report.

Examples: Bonds, Crime Victims, Restitution.

If the cash code is not specific to a report type the court has the option of creating an event in the ROA.

~Full Payment Needed

Y - Indicates that a full payment is needed for the cash code. N - Indicates that partial payment is acceptable.

~Allow Non Monetary Payments

Denotes whether a cash code allows non monetary payments such as community service or jail time credit.

Work with Price Details

Price detail determines the amount/percentage of a transaction that will be disbursed or withdrawn from the assigned accounts for a cash code.

```

Court: F 37 13

Type options, press Enter.
2=Change 5=Display 4=Delete P=Price

Code: APL

Code Description                               Paydwn AUD      Report
                               Seq#  SUM          /Ev
P APL APPEAL TO CIRCUIT COURT                 4          R G Gener
ASF ADOPTION SEARCH FEE                       1          B E Event
ADOPTI SUPPLEMENTAL PETITION                 1          B E Event
    
```

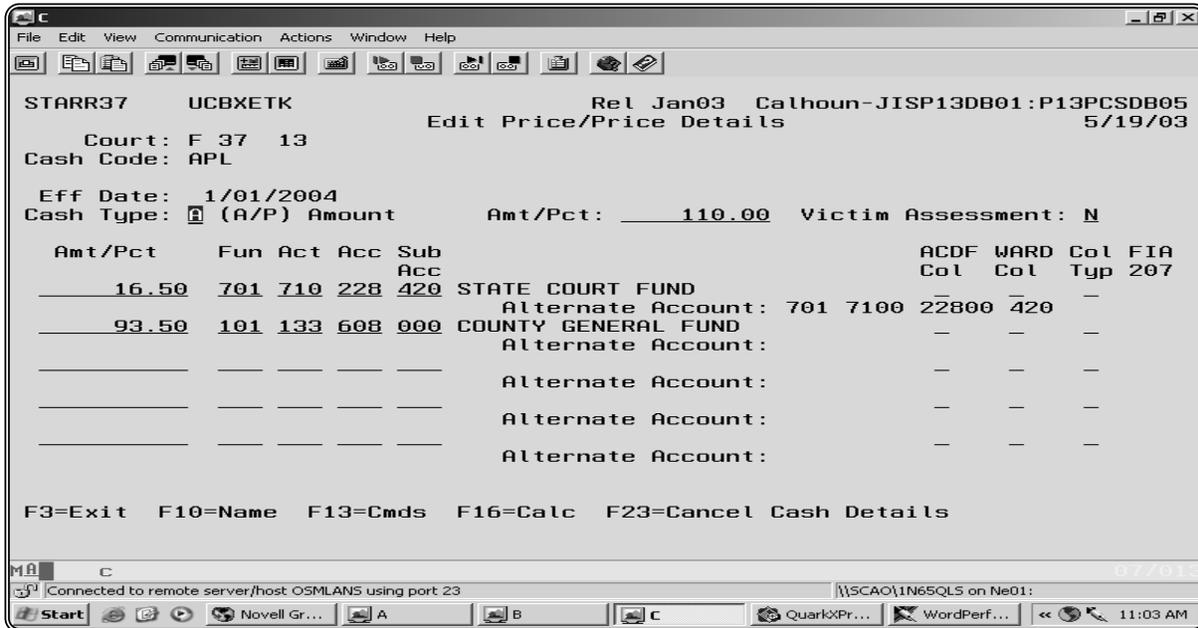
"P" Next to the cash code will access Work with Price. Press **<ENTER>**

```

C
File Edit View Communication Actions Window Help
STARR37 UCA4DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSDB05
Work with Price 5/19/03
Court: F 37 13
Cash Code: APL APPEAL TO CIRCUIT COURT
Type options, press Enter.
2=Change 4=Delete 5=Display
Effective Date: _____
Effective Date Amount/Percent Amount Victim Assessment
2 1/01/2004 110.00 Amount N
1/01/1900 100.00 Amount N
F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc
    
```

Create price details or use options to display or modify details.

Edit Price/Price Details field definitions



~Effective Date

Date the price detail is available for use.

~Cash Type

Indicates if the price detail is a variable amount. Valid entries are "A" Amount or "P" Percentage.

Example Filing Fee \$100.00 is an "A" fixed amount
 Court Cost \$???.00 is a variable "P" percentage amount

~Amt/Pct

Indicate the total fixed amount or total (100%) percent amount.

~Victim Assessment

Denotes if the the cash code is a crime victims assessment fee. Specify as "Y" Yes for Restitution and Crime Victims.

~Amt/Pct

The amount or percent of the total amount due, that will be linked to the account.

~Fund/Activity

The account that will be linked to the cash code's Amt/Pct.

~ACDF/Ward/Col Type/FIA 207

Specify what column the amount/percent is to be reported on for the Juvenile ADCF report, prompt for options. Also displays a "Y" if the account falls on the FIA 207 report, this is determined at the account level.

Receipts

Now, that we have created some cash codes we can write a receipt.

There are two receipting types that are generated in TCS

1. Cash Receipts - Any receipt not resulting from a financial order
2. Name(Case) Receipts - A receipt related to a financial order.

Cash Receipt

R E C E I P T		6/06/03
CALHOUN CENTRAL FINANCE 161 E. MICHIGAN AVE BATTLE CREEK, MI 49014		Court: P 13 13 Printer: PRT03 Receipt No.: 466 Receipt Date: 6/06/2003
Cashier: STARR37 Paid By: JOHN DOE		Receipt Total: 20.00 Total Tendered: 20.00 Change: .00
		Amount
CCC CERTIFIED COPY		10.00
MAR MARRIAGE CEREMONY		10.00

Name/Case Receipt

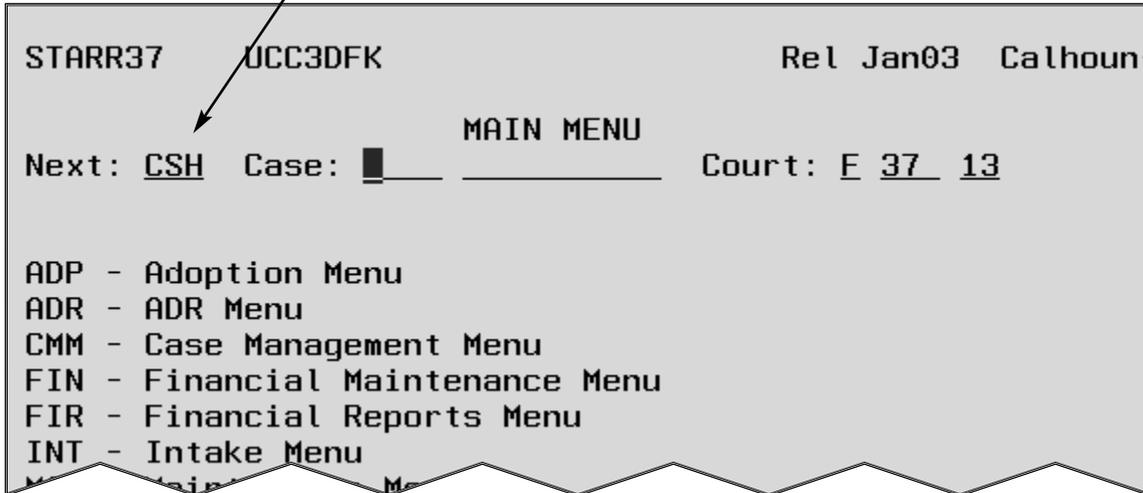
R E C E I P T		6/06/03
CALHOUN CENTRAL FINANCE 161 E. MICHIGAN AVE BATTLE CREEK, MI 49014		Court: F 37 13 Printer: PRT07 Receipt No.: 151 Receipt Date: 6/06/2003
Cashier: STARR37 Paid By: VANROYEN,DUSTIN,		Receipt Total: 50.00 Total Tendered: 50.00 Change: .00 Balance Due: 1970.00
		Amount
CVAF CRIME VICTIM'S RIGHT DUSTIN VANROYEN 2003 0300001501		20.00
RST RESTITUTION DUSTIN VANROYEN		30.00

First, lets look at a **cash** receipt. A cash receipt may be accessed

- automatically by creating an event with a "CSH" event category attached to a specific event

or

- By typing **CSH** at the next transaction line and pressing **<ENTER>**



Name/Case Receipts

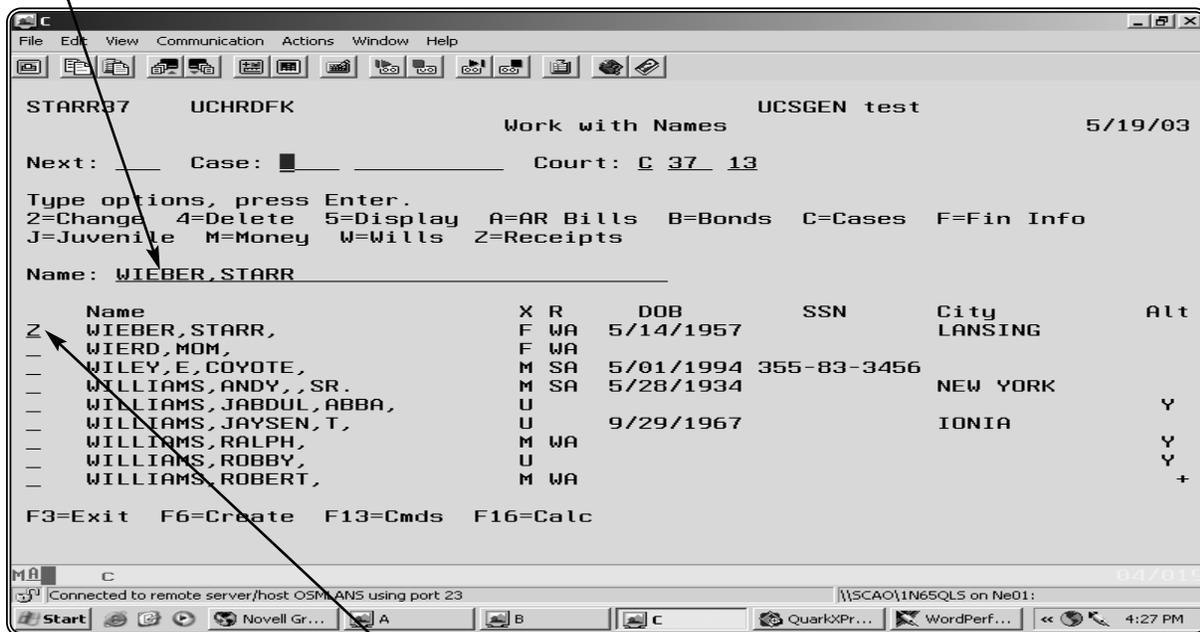
This receipting process updates financial orders relating to a name and case.

Option: Z = Receipting is available from

- Work with Names - Z next to the name reveals a receipt that includes financial orders on all cases for the name.
- Work with Cases - Z next to the case reveals a receipt for financial orders on the case.
- Display financial orders - Z next to the assessment order reveals a receipt for financial order on the the case.

Lets create a receipt from Work with Names

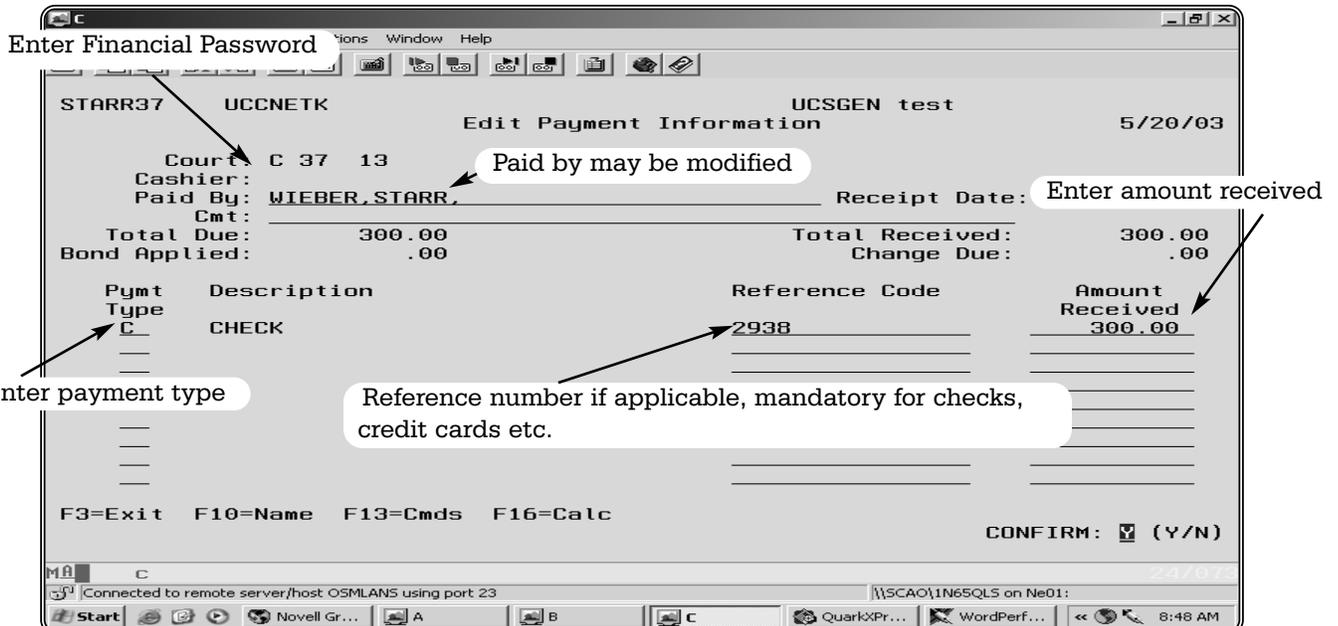
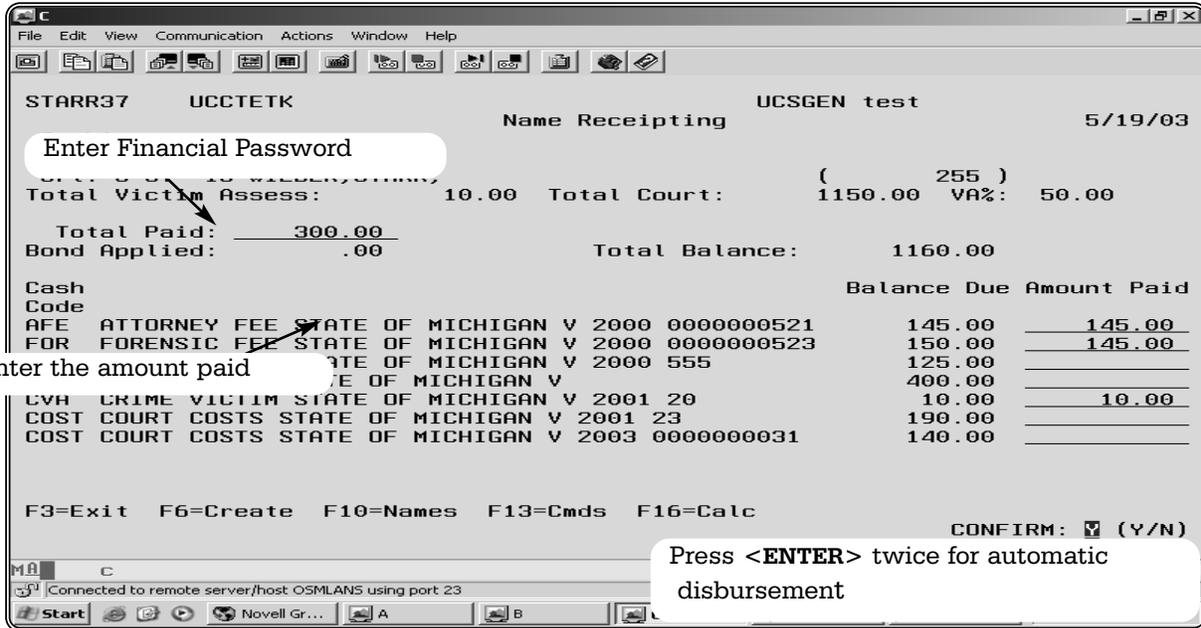
Enter a name at the search line. Press **<ENTER>**



Type option **Z** next to the name. Press **<ENTER>**

Name/Case receipting continued
 Complete the following screens.

All financial orders that have been assigned with this name as the **Payor**, will appear on the Name Receipting screen.



Press <ENTER>, press <ENTER> again to confirm. Transaction is complete, receipt will print, and financial orders will be updated.

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How to Create a Financial Order

Financial orders can only be created from the event screen.

```

C
File Edit View Communication Actions Window Help
STARR37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD05
Edit Event 5/20/03
Case: 2003 0000000011 DL JOEL SMITH Adjudicat
Attorneys:
REED Filed: 1/20/2003 Disposed: 3/20/2003 Reopened:
Evt: DSP Dte: 03262003 Plea: Dsp: Pgm/Rslt: Monetary: Y
Pty: JUV 1 Cnt: Attny: Jur: Due Dte:
Cmt:
Form: Register: Receipt: Amount:
Legal Status: Curfew Time: Weekday: /Weekend:
Placement: Type: Custody: Begin: End:
Facility: Spec Rate: Pty: No Charge:
Schedule Next Action:
Next: Date: Time: Jur: Ctrm:
Cmt:
F3=Exit F10=Name F13=Cnds F14=More Comments F16=Calc F20=Bonds
  
```

Enter a "Y" at Monetary

Financial orders are assessments ordered by the court for an individual on a case.

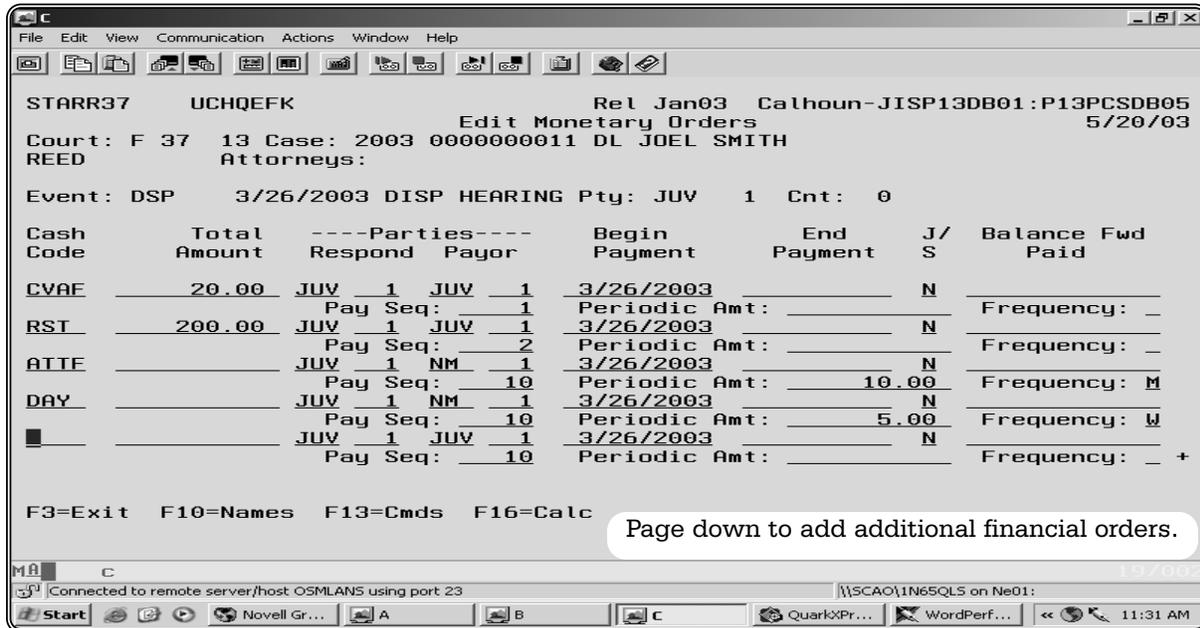
Examples Crime Victims, Restitution, Court Cost, Child Support,
Placement Cost, Late Fees, Probate Inventory Fees.

Upon pressing <ENTER> the user will see the Edit Monetary Orders screen.

Edit Monetary Orders

Complete the applicable fields.

Remember most fields are promotable-**<F4>**



Header information

~**Event**

Event code, date, and long description of the event in which the monetary flag was marked "Y".

~**Pty**

Party associated to the event.

~**Cnt**

Charge count (if applicable).

Financial Order information

~**Cash Code**

Specify the cash code assigned for the assessment.

~**Total Amount**

Enter the total amount ordered for the cash code .

~**Respond**

The party relating to the event.

~Payor

Person responsible for payment of the assessment. Will default to event party, but can be modified to any party on the case.

~Begin/End Dates

Date the assessment payments are to start and end. (Format MMDDYYYY)

~J/S

Indicates whether or not a restitution order is joint and several.
Default is "N" No, "Y" Yes.

~Balance Forward

Amount that has been paid to date, but not on the TCS system.

~Pay Seq

The pay sequence, as previously, determined for the cash code.

~Periodic Amt

Specific amount that is to be paid periodically. Periodic payments will continue to calculate the payment assessment as defined by the frequency, until a end date or total amount assessed is entered for the periodic.

~Frequency

Defines payment frequency. (Daily, Weekly, Monthly)

Once the financial order information is completed. Press **<ENTER>**

Modifying a Financial Order

Work with Cases for Joel Smith

Rel Jan03 Calhoun-JISP13DB01:P13PCSDB05
5/20/03

Work with Cases for
SMITH, JOEL,

Next: ___ Case: ___ Court: E 37 13

Type options, press Enter.
 2=Change 4=Delete 5=Display 6=Notes A=Abs B=Bonds C=Charges E=Events
 F=Forms M=Money N=Nxt Actns P=Parties R=ROA S=Sent W=Warrant Z=Receipt

Case	Jur	Pty	Typ	Alt	Pty Filed	Court	Balance
2003 0000000011 DL	JUV		1		1/20/2003	F 37 13	220.00
2003 0000000012 DL	JUV		1		3/20/2003	F 37 13	1020.00

F16=Calc F17=Top F18=Bottom F21=Prt

11/002

3:11 PM

Display financial orders contains options available for the user, if he/she has authority.

Rel Jan03 Calhoun-JISP13DB01:P13PCSDB05
5/20/03

Display Financial Orders

Crt: F 37 13
 Case: 2003 0000000011 DL JOEL SMITH Adjudicate
 Attorneys:
 Jur: REED Filed: 1/20/2003 Disposed: 3/20/2003 Reopened:

Type options, press Enter.
 4=Delete 5=Display A=Adjust C=Co Cases F=Fin Adjust V=Victims Z=Receipts

Cash	Parties	J/	Code	Respond	Payor	S	Begin Date	Order Amount	Periodic Amount	F	Q	Total Balance
CVAF	JUV	1	JUV	1	N		3/26/2003	20.00				20.00
RST	JUV	1	JUV	1	N		3/26/2003	200.00				200.00
ATTF	JUV	1	NM	1	N		3/26/2003	.00	10.00	M		20.00
DAY	JUV	1	NM	1	N		3/26/2003	.00	5.00	W		40.00

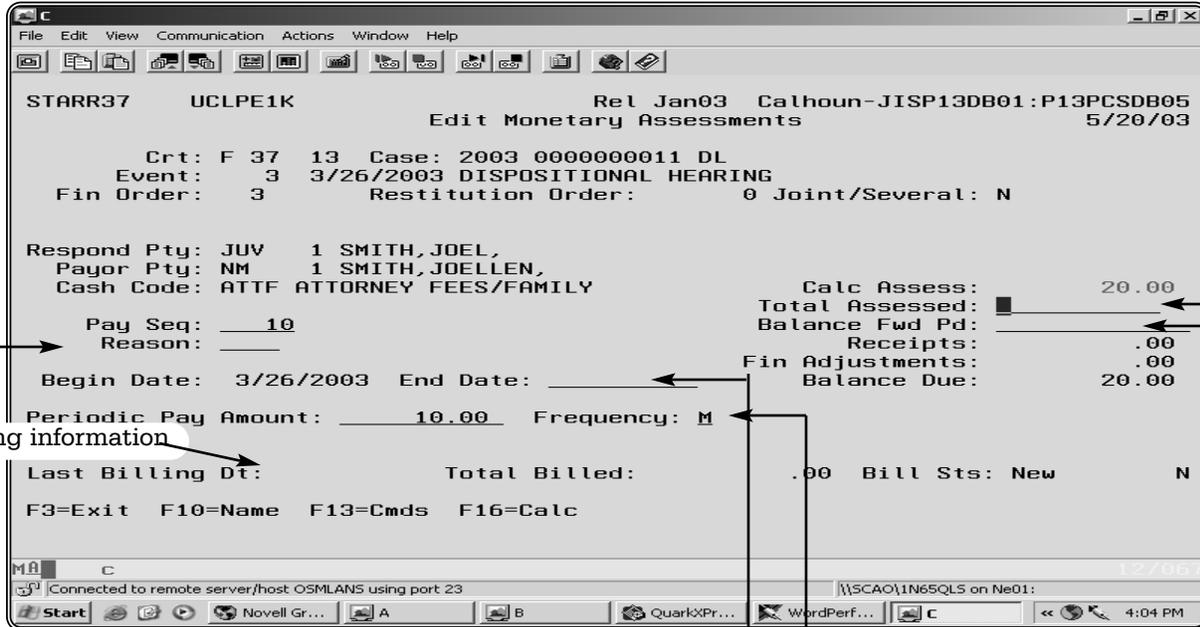
F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc F21=Print

17/002

3:56 PM

“A” Adjust Assessment

This type of adjustment will increase or decrease the “Total Assessed” amount and should only be used if the total assessed was entered incorrectly, a balance forward needs to be updated, or a periodic requires an end date.



Fields available to modify

~**Total Assessed**

Overwrite or enter a total assessed amount.

~**Balance Forward**

Enter a balance forward if it was not entered at the time the fin order was created.

~**Reason**

Enter a reason code that identifies why the the assessment is being modified.
Example: Fin order entered in error, modify periodic

~**End Date**

The date that a periodic payment ends.

~**Periodic Pay Amount**

Modify the amount to be paid periodically.

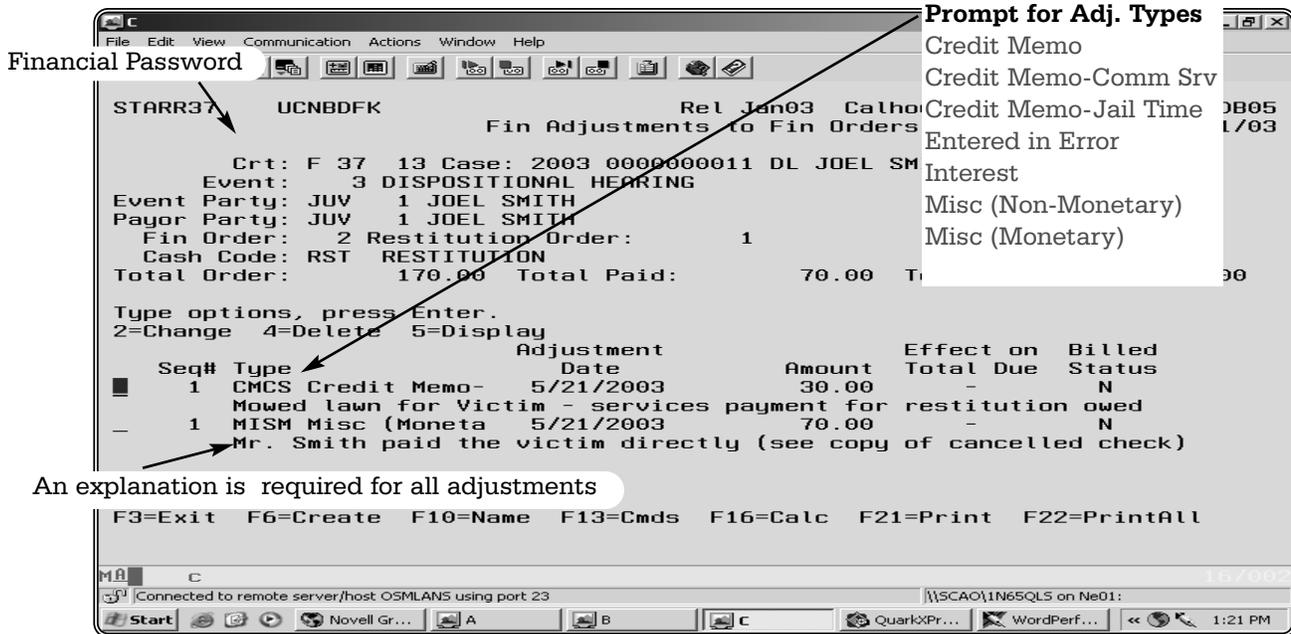
~**Frequency**

Modify the frequency for payments.

NOTE: If billing status is “B” or “P” and the adjustment to the assessed amount or a periodic is less than the billed amount, a Create Credit Memo window will be displayed for completion.

“F” Fin Adjustment

These types of adjustments are used to modify assessments on the Total Ordered or the Total Paid fields, while the display financial order screen retains the original order information.



An explanation is required for all adjustments

The following adjustment types effect the “Total Ordered” field, only on this adjustment screen while retaining the original amount assessed by the court on the display financial order screen.

- Credit Memo
- Credit Memo - Community Service
- Credit Memo - Jail Time Served
- Entered in error
- Miscellaneous (Non-Monetary) (i.e. Probation Discharged or Revoked)

The following adjustments types effects the “Total Paid” field, only on the adjustment screen while retaining the original amount assessed by the court on the display financial order screen.

- Miscellaneous (Monetary) (i.e. Restitution paid directly to victim)
- Interest

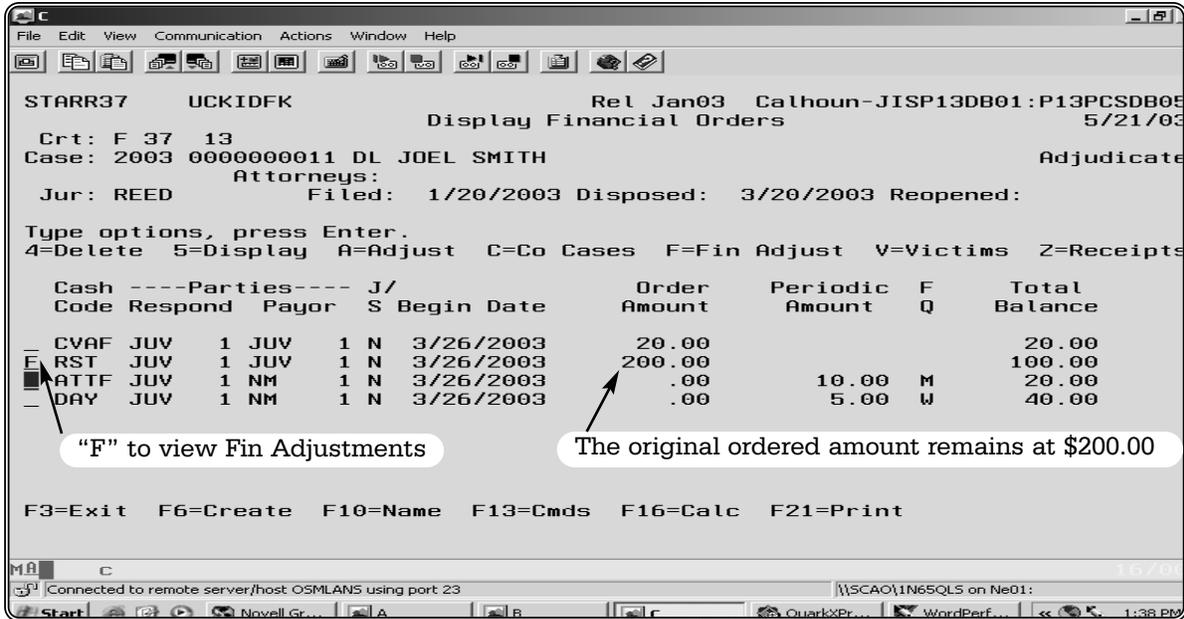
After adjusting the Total Ordered or the Total Paid, the Total due will reflect the new calculated amount.

$$\$170.00 - \$70.00 = \$100.00$$

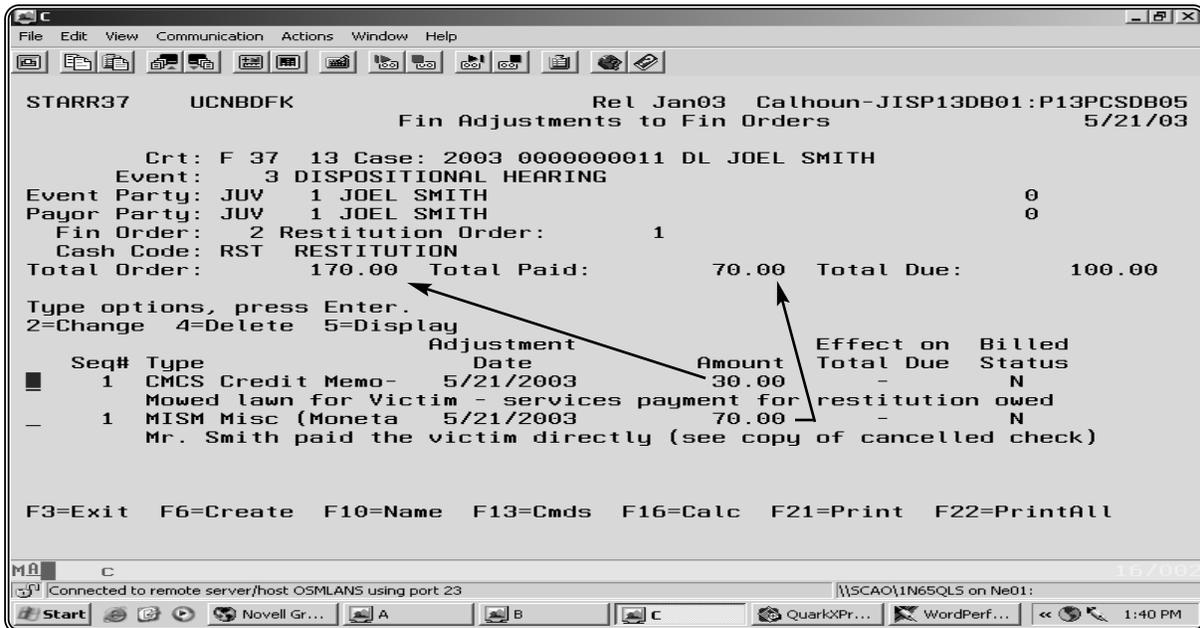
Example Total Order amount - Total Paid amount = Total Due amount

Now that the Fin Adjustments have been completed let's view and compare the Display Financial Orders screen and the Fin Adjustment screen.

Remember "M" at the w/w cases screen to Display Financial Orders



Below the fin adjustments are displayed for the restitution order, and conveys how the Total Ordered and Total Paid were effected.

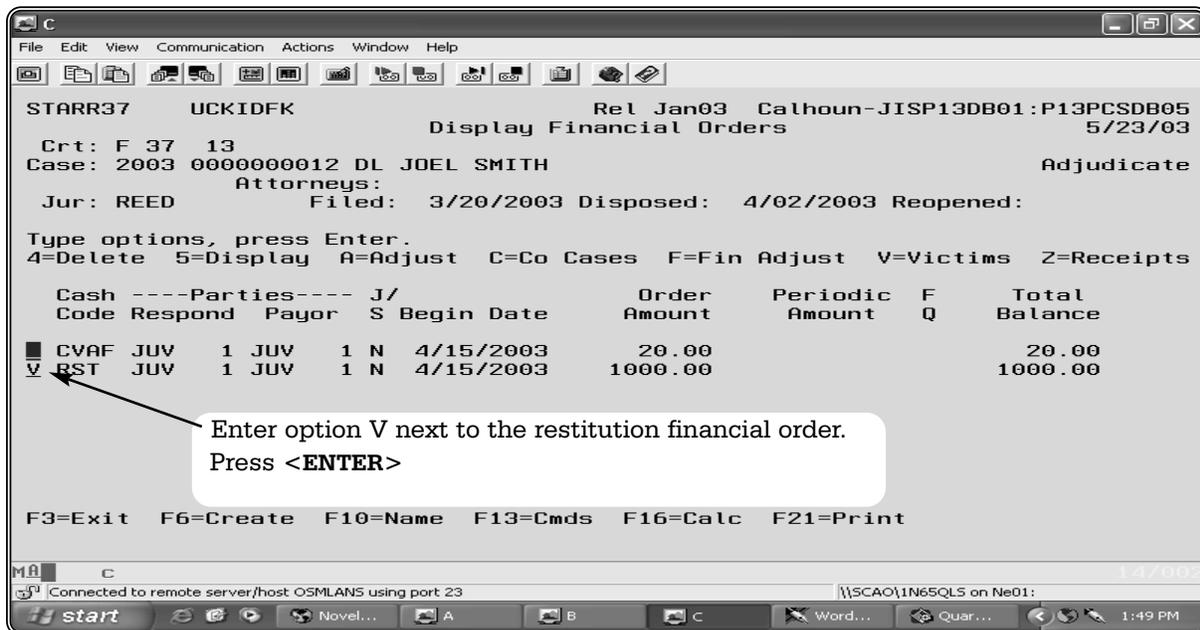


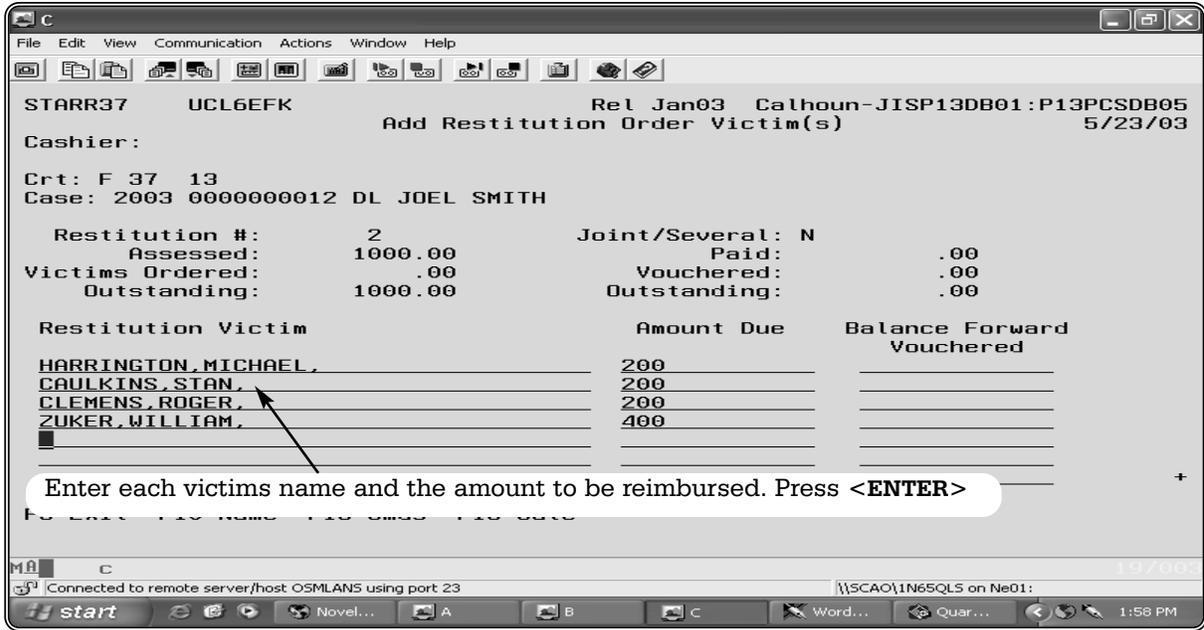
Restitution

A restitution financial order is created with the same process that is used for creating all financial orders, as explained on page 18. Now, we will illustrate other phases of restitution such as, how to define victims, create vouchers, and joint/several processing.

Defining Victims

Once a restitution order has been established the victims can be defined.

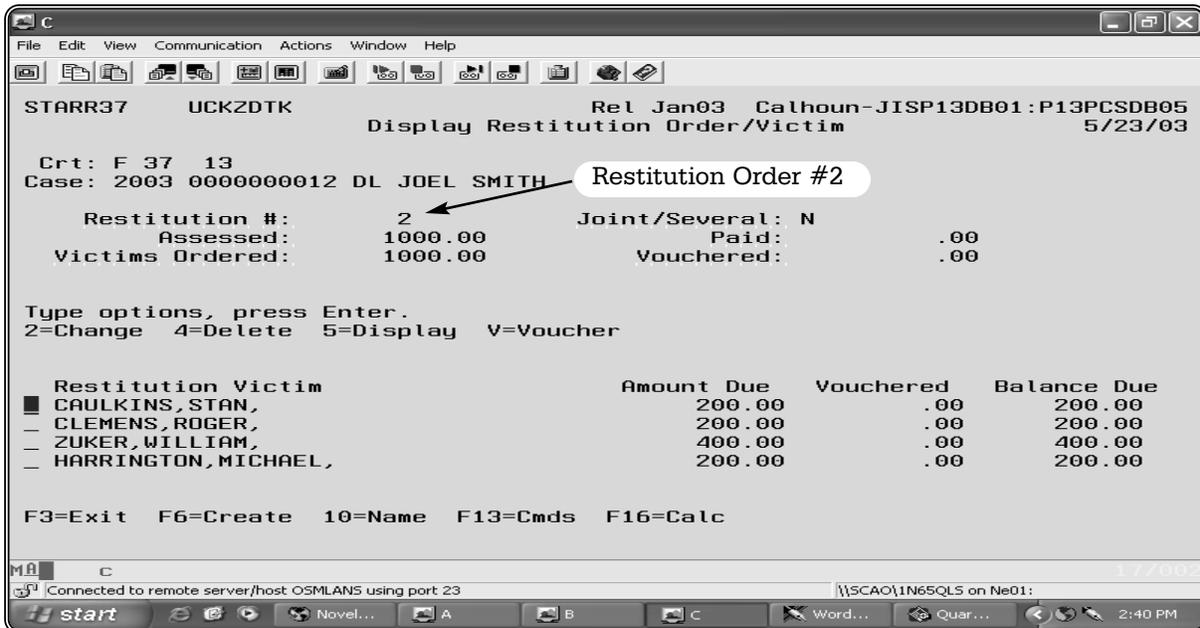




The system will automatically take you to the name index to select or create each name on the screen. Once all of the names have been selected

Press <ENTER> The system will return to the display financial order screen

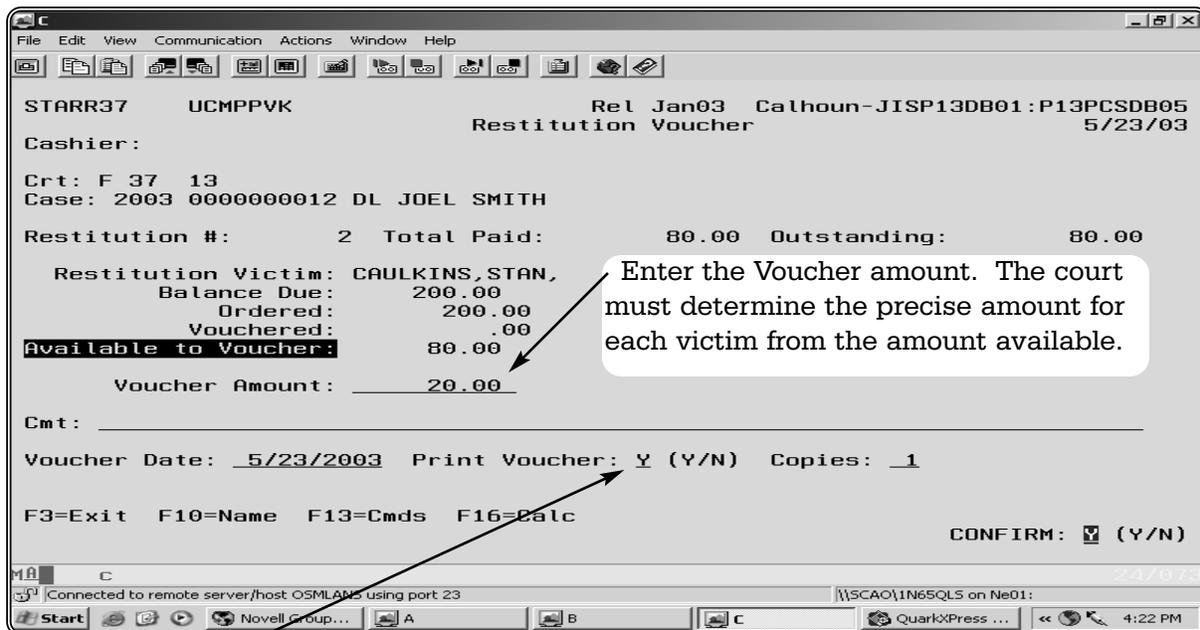
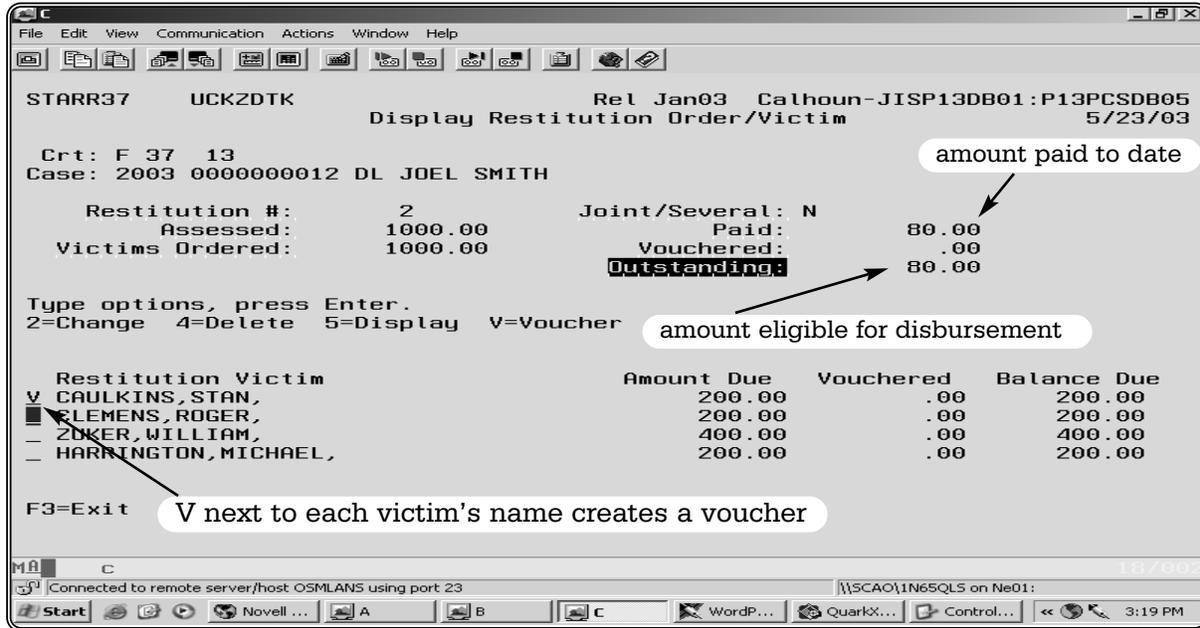
Now that the victims are defined, a V next to the restitution order the screen will display all facts regarding the restitution order number.



Note: A restitution victim's name will **not** be associated with the case when entering a "C" next to the name in the name index.

Restitution Voucher

Once payments have been received for a restitution order the court can disburse the funds to the victims. The restitution report "RST" at the next action line, is a useful tool to assist with this process by listing cases with unapplied restitution and victims names for vouchering.

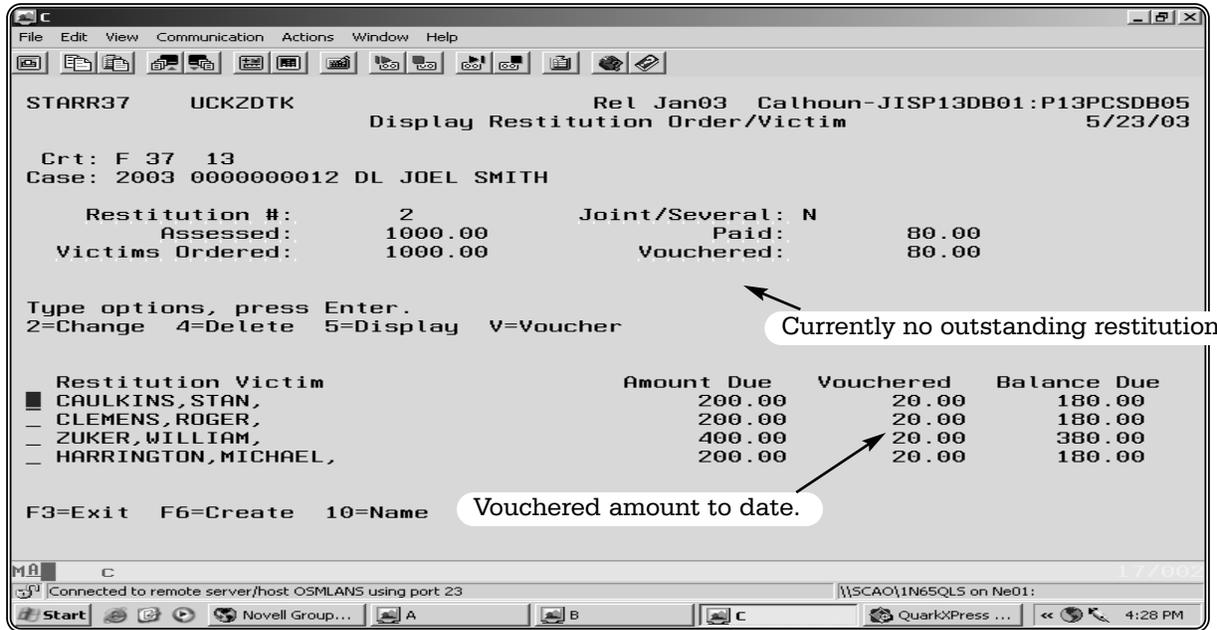


~Print Voucher

Y = Print individual vouchers

N = Vouchers will be held and can be printed in list form, on the Vouchers by List report.

Once the outstanding restitution has been disbursed by voucher to the victim(s) the screen will reflect the changes.

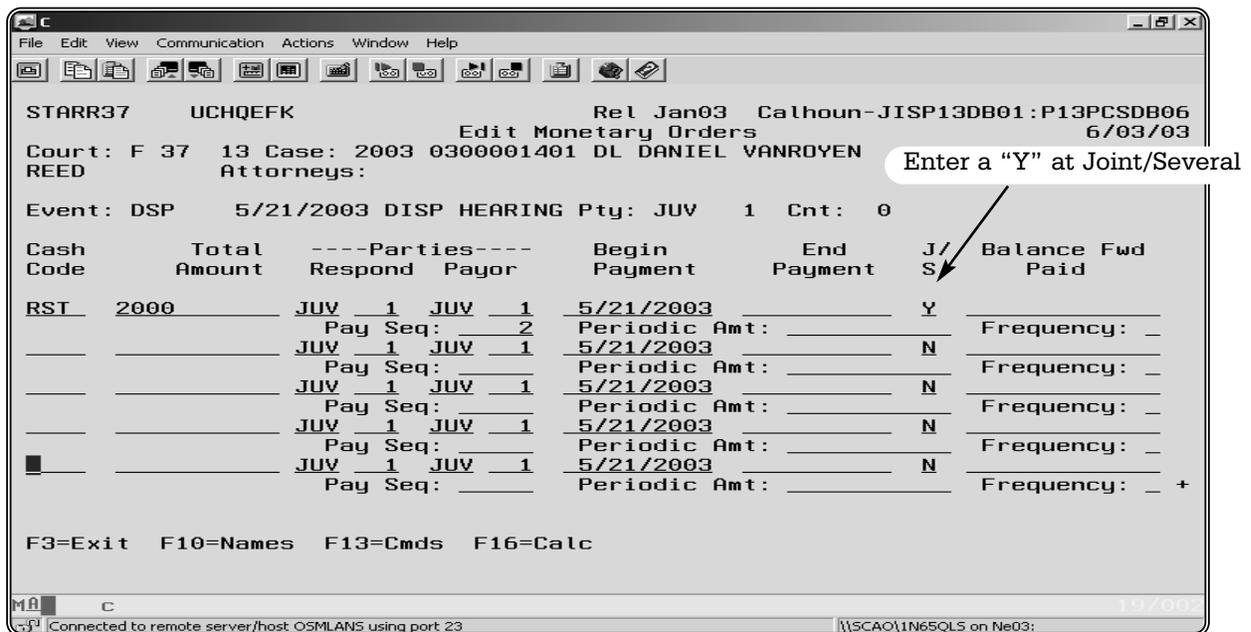


Restitution Joint and Several

Restitution can be assessed as joint and several which means that multiple parties are responsible for compensation of one restitution order to a victim(s) for damages.

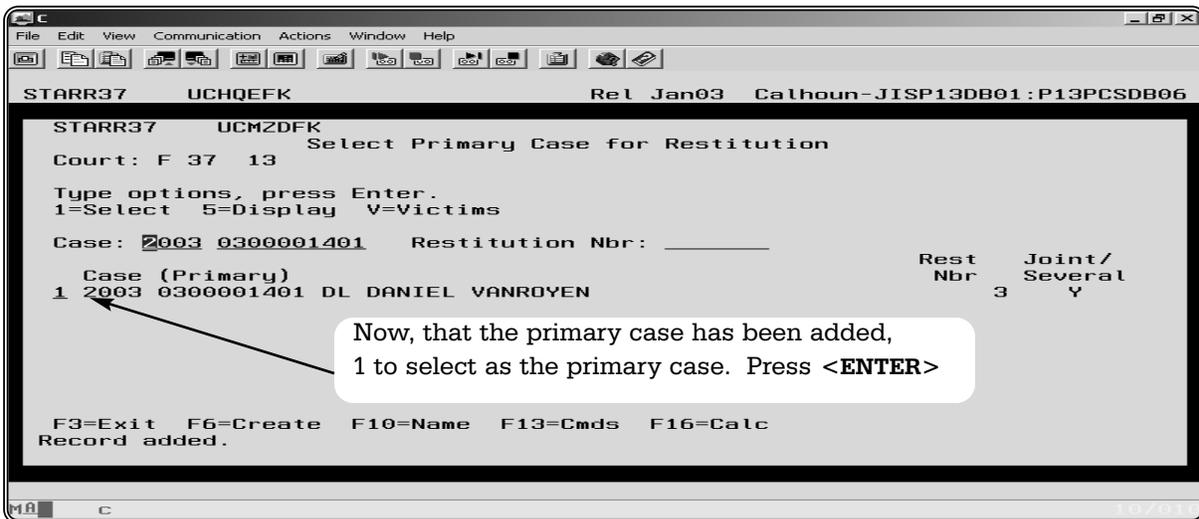
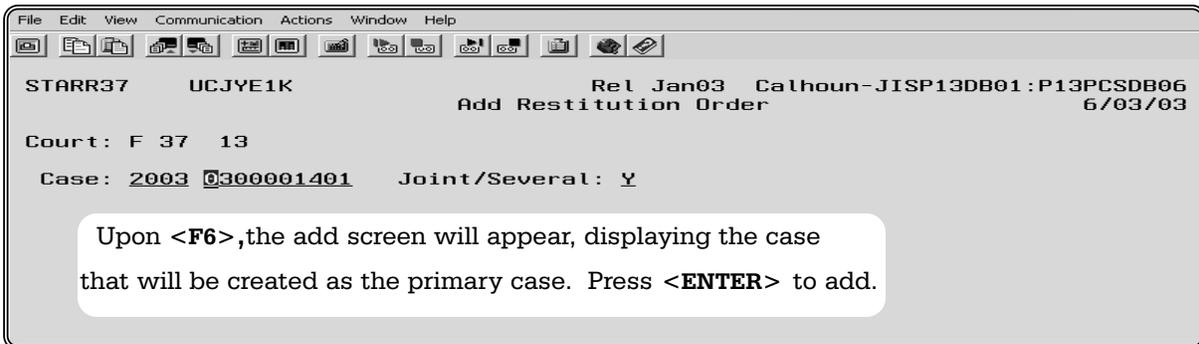
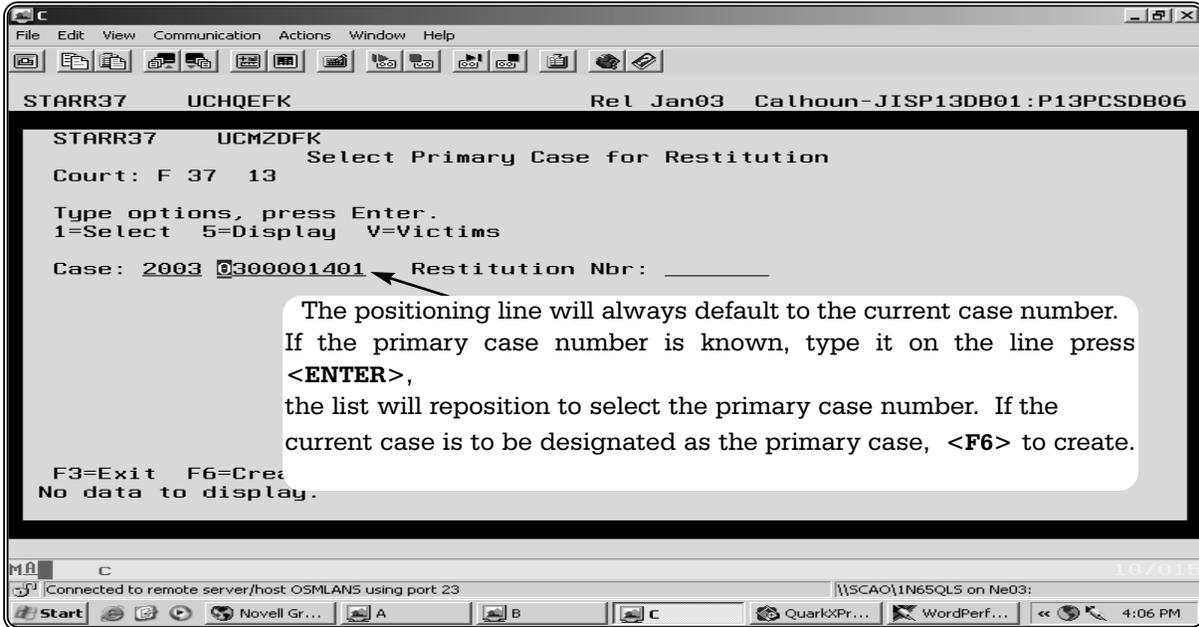
Joint and several facts:

- Each restitution order created is assigned a specific restitution number.
- When initiating a joint/several restitution financial order it must be specified with a "Y" in the J/S column.
- A existing restitution financial cannot be modified to joint/several.
- The first co-party ordered restitution joint/several, should be designated as the primary party/case.
- All other co-parties ordered joint/several on a restitution order will be considered as secondary party/case(s).
- Payments received by a co-party will update the restitution financial order and be reflected as a financial adjustment for the other co-parties.
- Victim(s) are only added to the restitution order one time, through any one of the co-parties edit monetary orders screen.

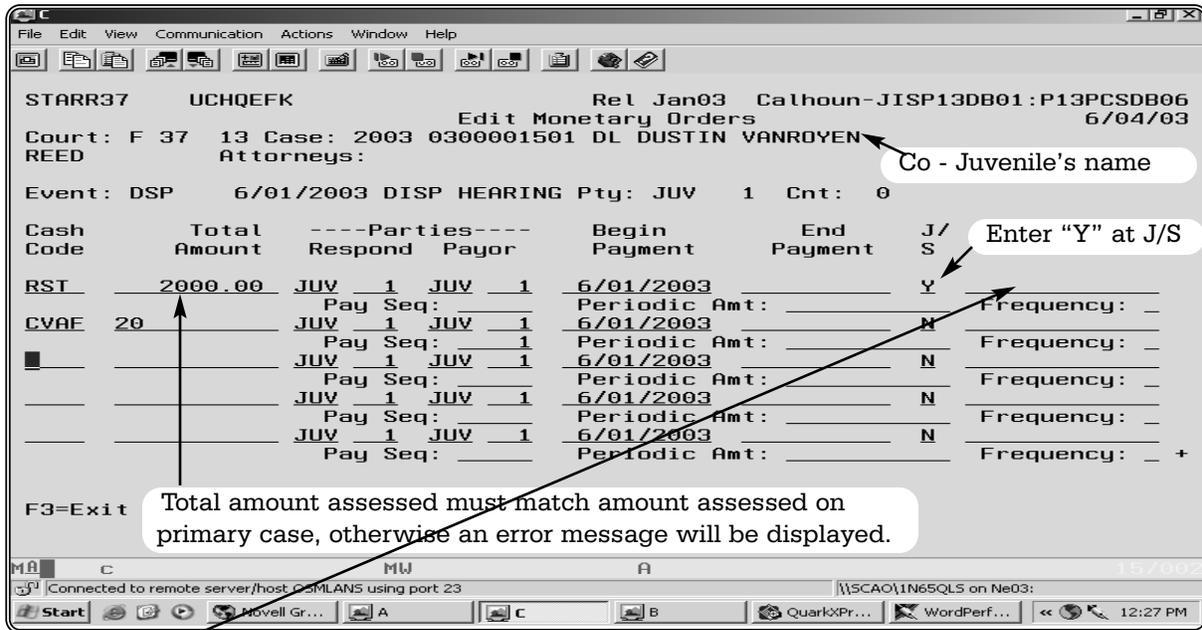


Once all financial orders are added to the screen - Press **<ENTER>**

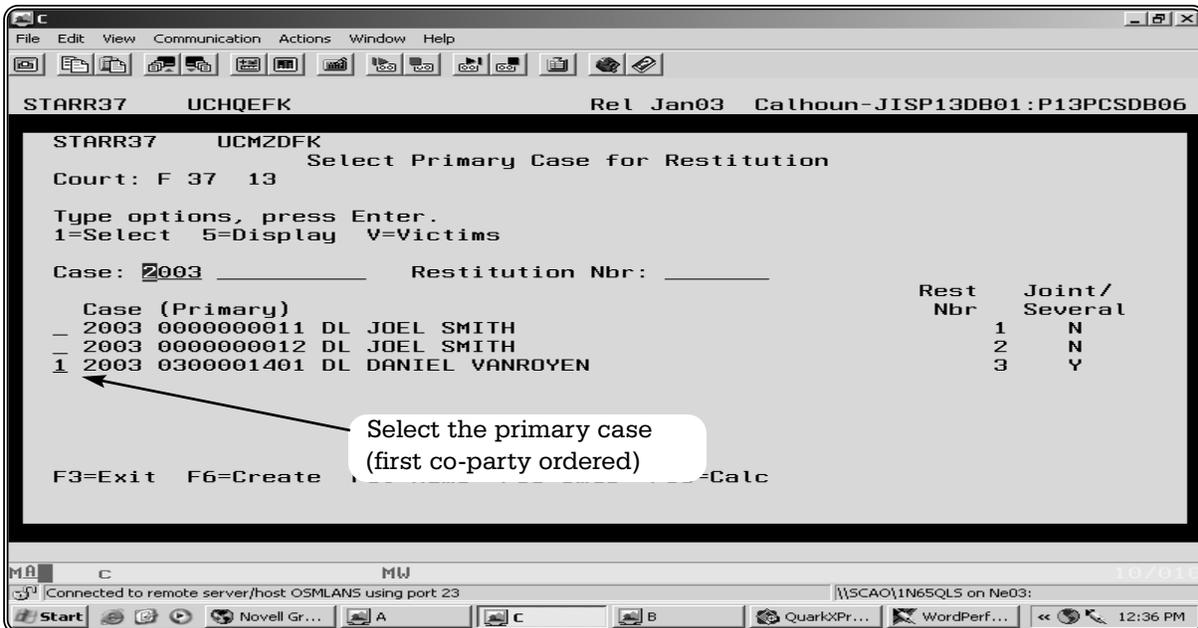
When a restitution financial order is marked "Y" in the J/S field, the Select Primary Case for Restitution screen will appear.



Now, lets add a co-party on a joint and several restitution order. Create the financial order through normal event processing, except enter a "Y" in the J/S column.

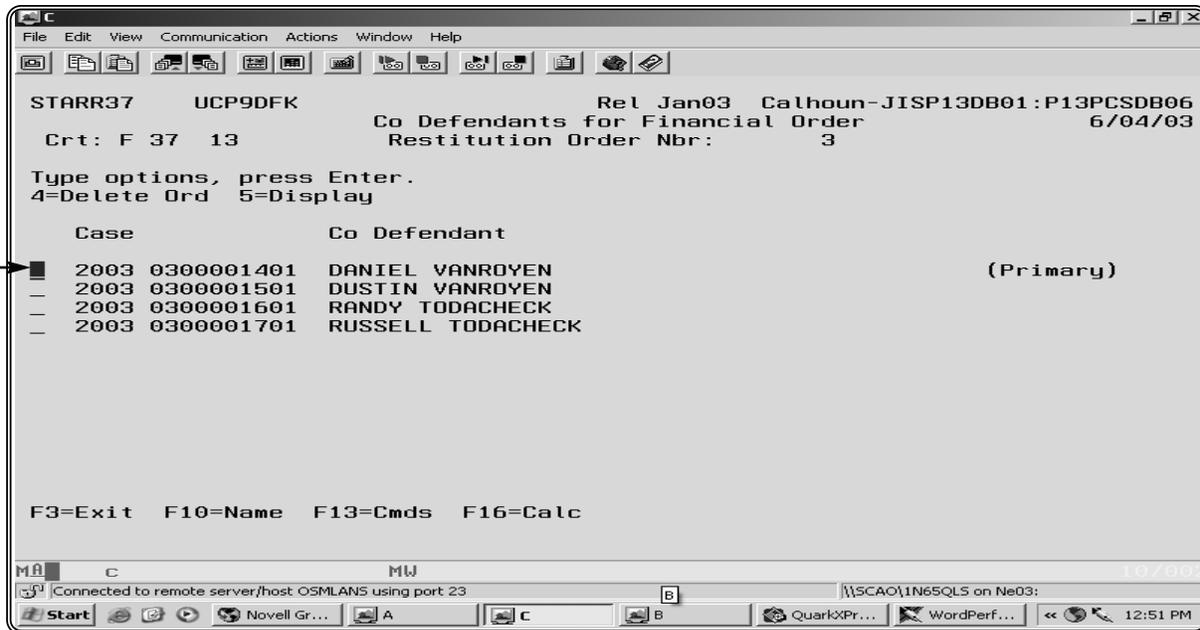
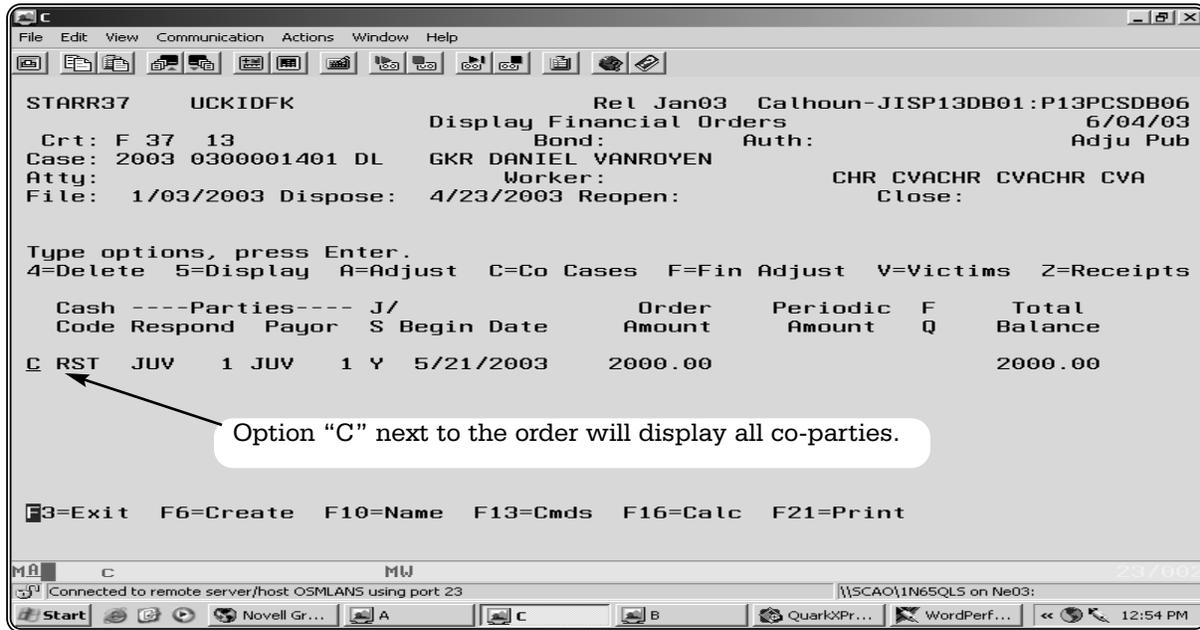


Note: If the any payments have been applied, they must be entered as a balance forward when adding secondary defendants, in order for the restitution amounts to balance.



Continue to add co-parties as ordered.

Viewing co- parties for on a restitution order.



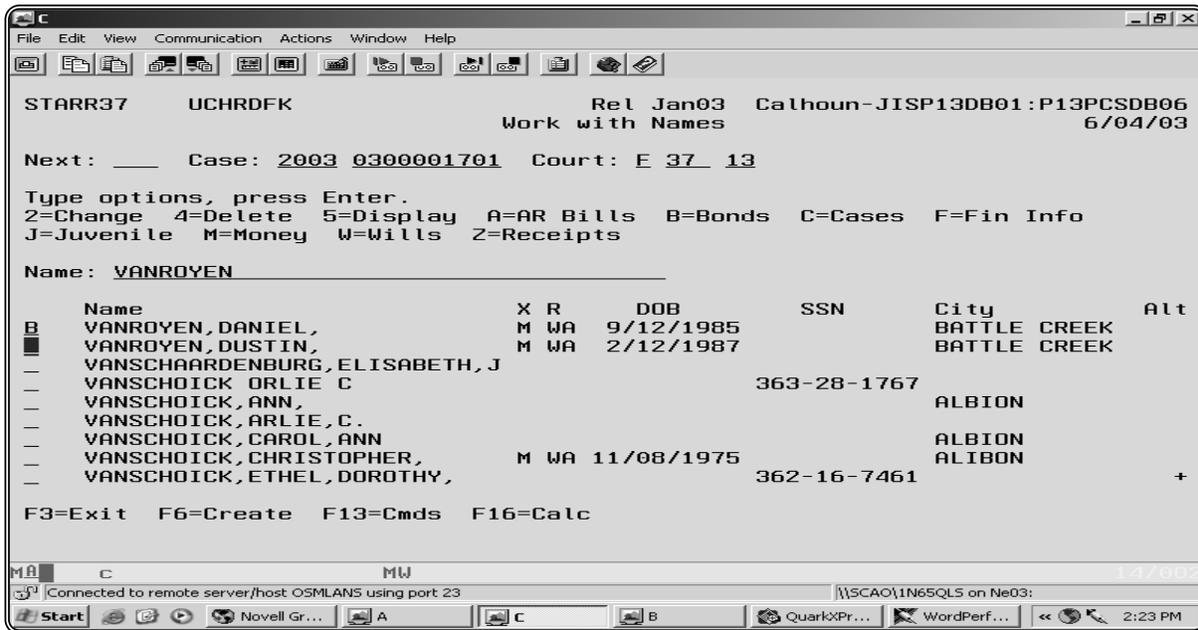
All co-parties are linked to restitution order number 3.
Case 2003 0300001401 for Daniel VanRoyen has been designated as the primary case.

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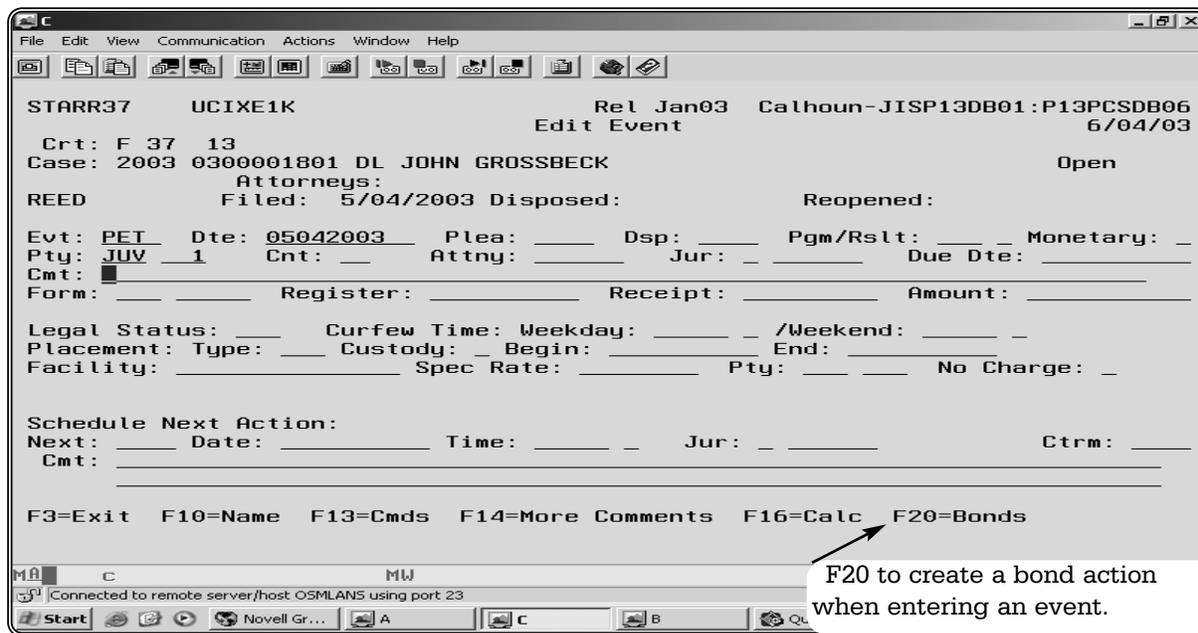
Bonds

All bond processing is managed through Bond Actions.

Bonds may be accessed with option "B" from names or cases.

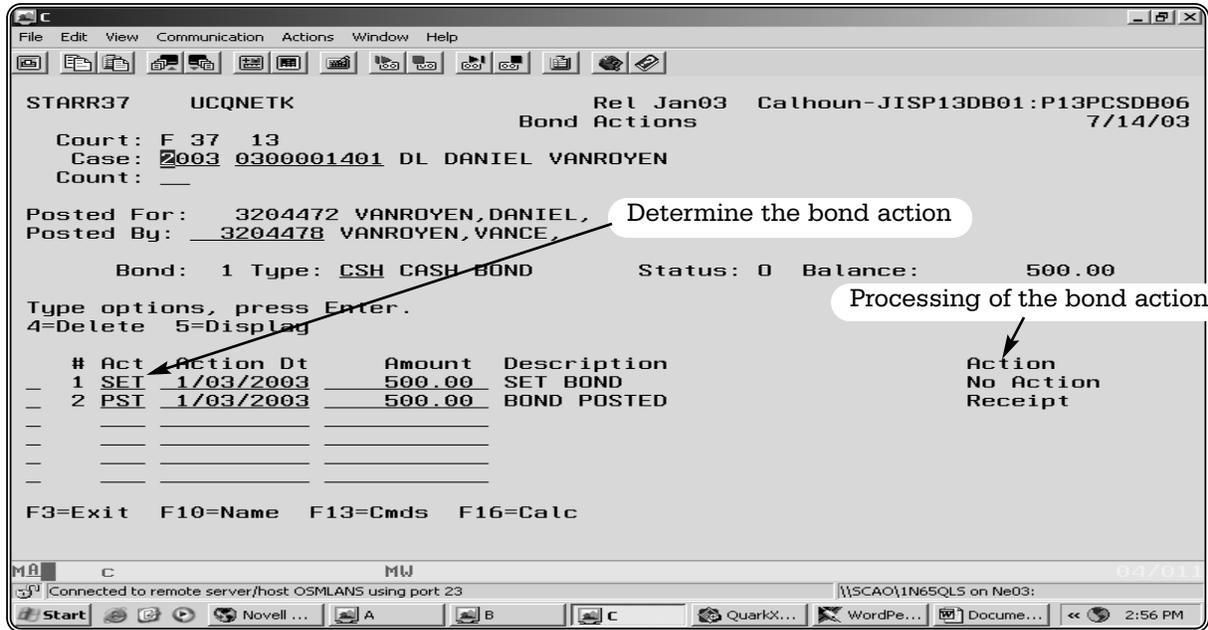


Some courts may prefer to create the bond information when entering an event - **<Shfit F10>**



Bond Actions

Bond actions are used to track all activity that pertains to a specific bond. Bonds are defined, posted, reimbursed or disbursed through the bond action screen.



~Court

Courts ID number will default.

~Case

Case number and entitlement related to the processing of the bond.

~Count

Enter charge count number (optional)

~Posted For

The name number and name of person associated with the bond.

~Posted by

Prompt and select the name of person providing the bond requirements.

~Bond

Sequential number assigned to each bond for a name.

~Type

Enter the bond type code and description.

Example: Cash, Surety, Ten Percent

~Status

Indicates if the bond is "O" open/active or "C" closed/inactive. A bond is not considered open until a bond action of posted is entered, and returns to closed when the bond is returned or cancelled.

~Balance

Balance of a monetary bond that is posted.

~Act

Enter the action being performed on the bond. Each action has a specific path as defined by the system administrator in the bond action code file. These actions can also be defined to create an event in the register of actions when used.

Examples: SET - No action, no effect on the balance
 PST - Action is receipt, with a (+) effect on the balance
 REF - Action is voucher, with a (-) effect on the balance

~Date

Enter the date the bond action is being executed.

~Amount

Enter the amount of the bond action.